

The Parks and Recreation Department consists of a Parks Division and a Recreation Division. The Department has 40 authorized positions and a total budget of \$1,990,589. The Parks Division includes 28 people and works on a budget of \$1,212,960. This Division is responsible for the maintenance and operation of 11 developed parks. The Recreation Division operates a recreation center, a swimming pool, and various athletic programs with the assistance of 18 people and a budget of \$777,629.

The **Planning Department** is committed to the creation of a high quality community for citizens and businesses. This is accomplished by providing technical assistance to the City Council and the Planning and Zoning Commission on zoning and development matters. The Department also assists people wishing to develop property within the City or its extraterritorial jurisdiction with respect to development standards. The Department administers the Zoning Ordinance and the Subdivision Ordinance and coordinates amendments to these documents. The Planning Department provides assistance in developing special studies for quality development. Department oversees implementation of the Comprehensive Plan and provides demographic information on the City of Frisco. The City's Comprehensive Plan was the winner of the 2001 Texas APA "Best Comprehensive Plan in Texas" award. The Planning Department also provides seminars to homeowner associations regarding City development processes. The Department has 13 authorized positions and a budget of \$1,318,091.

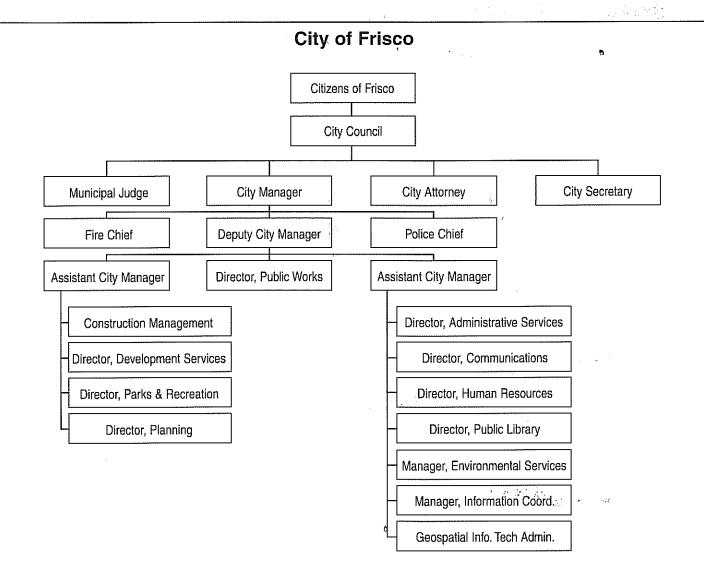
The Police Department includes a Services Division and an Operations Division. The Department has a total of 88 authorized positions, including the Chief of Police and is expected to spend \$5,702,547 in FY 2002. The Police Services Division manages the communications and records activities of the Police Department. School Resource Officers and payments to the Frisco Independent School District for school crossing guards are funded in this Division. The Division operates with a total of 29 authorized positions and a total budget of \$1,481,822. The Police Operations Division manages the patrol, traffic, and criminal investigation functions of the Department. This division operates with 57 authorized positions and a total budget of \$3,976,091.

The Public Works Department includes the following Divisions: Streets, Fleet Operations, Water, Sewer, and Meters. The Department has 78 authorized positions and a total budget of \$18,096,475. The Streets Division is responsible for street maintenance, traffic signage, and traffic signal maintenance. This Division operates with 27 positions and a budget of \$2,387,663. The Fleet Operations Division is responsible for maintenance of over 300 city-owned vehicles and tracks the cost of maintenance on a per-vehicle basis. This division operates with 5 authorized positions and a budget of \$243,944. The Water **Division** is responsible for water distribution and the repair of leaks in the water distribution system. The Division has a complement of 20 authorized positions and a budget of \$7,665,834, including the cost of water purchased from the North Texas Municipal Water District. The Sewer Division is responsible for the operation and maintenance of the City's wastewater collection system. The Division operates with 10 authorized positions and a budget of \$3,020,408 including charges from the North Texas Municipal Water District for wastewater treatment. The Meters Division is responsible for the installation, removal, repair, and reading of the City's water meters. This is done with 12 authorized positions and a budget of \$2,025,281. A program has been implemented in this Division to change out 200 meters per month to new meters, which can be read remotely by radio signals.

THE DEPUTY CITY MANAGER

The Deputy City Manager is expected to oversee all City of Frisco operations except police and fire and report to the City Manager on such operations in such a manner and at such times as the City Manager may determine. Key responsibilities will include the following:

- 1. The Deputy City Manager is to recommend to the City Manager the appointment, suspension, and removal of all City employees and appointed administrative officers, except in police and fire or as otherwise provided by law, the City Charter, or personnel rules adopted pursuant to the City Charter.
- 2. The Deputy City Manager shall direct and supervise the administration of all departments, offices, and agencies of the City, except police and fire, as directed by the City Manager, or as otherwise provided by law or the City Charter. The Deputy City Manager shall report to the City Manager on the administration of such departments, offices, and agencies in such a manner and at such times as the City Manager may determine.
- 3. The Deputy City Manager shall see that certain City ordinances are effectively enforced. The Deputy City Manager shall report to the City Manager on the enforcement of such ordinances in such a manner and at such times as the City Manager may determine.
- 4. The Deputy City Manager may attend City Council meetings and participate in discussion at the direction of the City Manager. The Deputy City Manager may attend City Council meetings and participate in discussion in the place of the City Manager at the direction of the City Manager and with the consent of Council.
- 5. The Deputy City Manager will prepare, accept, and recommend items to the City Manager for inclusion in the official agenda of all Council meetings



and meetings of all boards and commissions.

6. The Deputy City Manager shall direct the preparation of the annual City budget and capital program and shall recommend the budget and capital program to the City Manager. Further, the Deputy City Manager shall administer the budget and capital program as approved by Council. The Deputy City Manager shall report to the City Manager on the administration of the budget and capital program in such a manner and at such times as may be determined by the City Manager.

- 7. The Deputy City Manager shall keep the City Manager fully advised, at least quarterly, of the financial condition and future needs of the City. The Deputy City Manager shall make such recommendations to the City Manager concerning the affairs of the City as may be deemed necessary or desirable by either executive.
- 8. The Deputy City Manager shall

make such reports to the City Manager as either executive may require concerning the operations of the City departments, offices, or agencies subject to the direction or supervision of the Deputy City Manager.

9. The Deputy City Manager shall perform such other duties as may be specified by the City Manager, consistent with the City Charter, state law, and federal law.

There is no formal job description for the position of Deputy City Manager. However, the following essential job duties and functions are suggested. The Deputy City Manager

- I. will perform managerial and supervisory work of considerable complexity in the management of the City;
- 2. will directly oversee the direction and administration of the Public Works Departments, including the setting of common goals and objectives;
- 3. will indirectly oversee the direction

and administration of the remaining City departments except police and fire through two Assistant City Managers;

- 4. will recommend to the City Manager the appointment, hiring, and removal of directors of departments or department heads, will accept recommendations on the appointment, hiring, and removal of other employees from subordinates, and will pass those recommendations on to the City Manager with his or her own recommendations for City Manager action;
- 5. will directly supervise the Director of Public Works and the two Assistant City Managers and will evaluate the performance of these executives, assign special projects, and take whatever disciplinary actions may prove to be necessary:
- 6. will delegate certain aspects of City ordinance enforcement to the Building Inspections Division of the Development Services Department;
- 7. shall be responsible for the administration of all contracts and monetary or